



**King County**  
**FISCAL SPECIALIST III**  
**DEPARTMENT OF COMMUNITY AND HUMAN SERVICES**

**Hourly Rate Range \$17.28 – \$21.91**  
**Job Announcement No.: 04VB4673**  
**OPEN: 10/25/04 CLOSE: 11/5/04**

**WHO MAY APPLY:** This is a career service position and is open to the general public.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: Ellie McKinley, **DCHS Director's Office, 821 Second Ave, Suite 600, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are **NOT ACCEPTED.**) Contact Linda @ 206-296-5233 for further inquiries. **PLEASE**

**NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A •King County application form, •resume, •letter of interest detailing your background and describing how you meet or exceed the requirements, and •response to supplemental computer survey are required. For a copy of the application form, visit our web site at:  
<http://www.metrokc.gov/exec/bred/ed/worklink.htm>.

**WORK LOCATION:** 821 Second Avenue, Suite 600, Exchange Building, Downtown Seattle.

**WORK SCHEDULE:** This position works a 35 hour work week; Monday through Friday; 8:30 am – 4:30 pm and is overtime eligible. Occasional overtime is required.

**PRIMARY JOB FUNCTIONS:** The primary responsibility of this position is to provide payroll services for the department, including 4 divisions, and over 400 staff. This position will also develop and maintain report and spreadsheet information for monitoring compliance with KC Code, State and Federal laws. This position is located in the Director's office, and reports to the Senior Human Resource Analyst.

- Prepare, process, code, maintain, research, and verify accuracy of payroll, benefit and personnel documents, in a time sensitive environment
- Assist in maintaining and updating the personnel database
- Maintain accurate and detailed records of personnel and payroll actions in files.
- Respond to customer inquiries by researching issue, problem or need, and problem solve by use of records, may involve employee training
- Use spreadsheet and word processing software to analyze and calculate payroll data, create spreadsheets, develop forms, correspondence, etc.
- As a part of a team, gather, summarize, and analyze payroll/personnel data for special projects, and to monitor compliance with KC Code, and federal and state law.
- Payroll document pick-up and delivery.
- Other duties as assigned by Senior Human Resource Analyst.

**QUALIFICATIONS:**

1. Three years experience in MSA payroll system.
2. Proficiency in the use of personal computers, ability to design and use complex spreadsheets in Excel; working knowledge of MS Word, and Outlook. Type 50 words per minute, and perform accurate and rapid data entry.
3. Ability to effectively manage time to work on multiple tasks in a high pressure/short deadline environment, with changing priorities.
4. Ability to maintain confidentiality of sensitive financial and personnel matters.
5. Ability to accurately maintain filing systems and complete filing in a timely manner.
6. Experience providing excellent customer service in a diverse environment and in stressful situations, and problem solve on a daily basis.
7. Demonstrated ability to understand and execute complex verbal and written instructions.
8. Knowledge of basic accounting and mathematics.

**KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.**

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

9. Successful experience working and making decisions in a team environment, and functioning as a team member.
10. Initiative and accountability in work products and service, and the ability to follow-through on issues to completion.
11. Demonstrated punctuality and dependability in daily attendance.
12. Ability to learn new skills, and adopt more effective ways of doing business.
13. Experience entering data into and maintaining Access database desirable.
14. Ability to lift up to 20 lbs.

*Class Code: 4101300*

*Position #*

*93-8380-0015*

**FISCAL SPECIALIST III - 04VB4673****Required Supplemental Computer Usage Questionnaire**

**Complete the following Personal Computer and Application Use Survey. The information you provide on the survey will assist us in determining your computer skills, frequency of use, and your familiarity with various software applications required to perform in this position.**

<b>Microsoft Access</b>	Frequency of Use (check one)	Type of Use (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening/Closing Database <input type="checkbox"/> Viewing/Editing/Deleting Data <input type="checkbox"/> Finding And Sorting Data <input type="checkbox"/> Printing Reports <input type="checkbox"/> Calculating Totals <input type="checkbox"/> Importing/Exporting/Attaching Data

<b>Microsoft Excel</b>	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Opening, Saving, Closing <input type="checkbox"/> Creating/Designing Spreadsheets <input type="checkbox"/> Editing Worksheets <input type="checkbox"/> Formatting Worksheets <input type="checkbox"/> Printing Worksheets <input type="checkbox"/> Using Formulas	<input type="checkbox"/> Working With Multiple Spreadsheets <input type="checkbox"/> Writing And Using Macros <input type="checkbox"/> Creating/Using A Worksheet Database <input type="checkbox"/> Analyzing and Reporting Information <input type="checkbox"/> Creating/Formatting/ Printing Charts <input type="checkbox"/> Creating Pilot Tables

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<b>Microsoft Outlook/Email</b>	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Sending Messages <input type="checkbox"/> Reading Messages <input type="checkbox"/> Replying to Messages <input type="checkbox"/> Deleting Messages <input type="checkbox"/> Checking Spelling <input type="checkbox"/> Attaching Files	<input type="checkbox"/> Viewing Faxes <input type="checkbox"/> Creating Messages Templates <input type="checkbox"/> Working With Embedded Objects <input type="checkbox"/> Finding Messages <input type="checkbox"/> Creating Mail Groups <input type="checkbox"/> Using Folders

<b>Electronic Calendar</b>	Frequency of Use (check one)	Type of Use (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use Familiar With, But Do Not Use	<input type="checkbox"/> Checking Schedules <input type="checkbox"/> Scheduling Meetings <input type="checkbox"/> Booking Conference Rooms <input type="checkbox"/> Canceling Meetings <input type="checkbox"/> Rescheduling Meetings

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<b>Visio</b>	Frequency of Use (check one)	Type of Use (check all that apply)	Other Techniques (check all that apply)
	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Do Not Use <input type="checkbox"/> Familiar With, But Do Not Use	<input type="checkbox"/> Creating Presentations And Slides <input type="checkbox"/> Opening And Saving Presentations <input type="checkbox"/> Working with templates <input type="checkbox"/> Creating/Changing Color Schemes <input type="checkbox"/> Working With Objects <input type="checkbox"/> Using Text On Slides	<input type="checkbox"/> Formatting <input type="checkbox"/> Using Text From Other Applications <input type="checkbox"/> Drawing Objects <input type="checkbox"/> Working With Imported Visuals <input type="checkbox"/> Creating Graphs/Charts <input type="checkbox"/> Creating Special Effects